



United States Department of the Interior
National Business Center
Aviation Management
300 E. Mallard Dr., Ste 200
Boise, Idaho 83706-3991



In reply refer to:

December 29, 2006

Memorandum

To: Aviation Board of Directors (ABOD)
From: Mark L. Bathrick, Associate Director, NBC, Aviation Management
Subject: Extension of CY06 Operational Procedures Memoranda

During calendar year 2006 (CY06), National Business Center Aviation Management (NBC-AM) in partnership with the Aviation Board of Directors (ABOD), conducted an exhaustive review and updating of the aviation Departmental Manuals (350 – 354 DM series). As a result of this review, we were able to eliminate seventeen (17) CY06 Operational Procedures Memoranda (OPM's) through their incorporation into the new Departmental Manuals (DM's).

Based on previous guidance, we had anticipated a new DM issuance date of January 1, 2007. We have recently been informed that the issuance of the new DM's across the Department will be delayed. To ensure that Department aviation managers and field personnel continue to have clear aviation policy and operational procedures guidance, this delay necessitates the extension of the existing CY06 OPM's beyond their published expiration date of December 31, 2006. Since the previous aviation DM's remain in affect, the current CY06 OPM's, which were written to supplement these DM's are hereby **extended until March 31, 2007.**

As the designated aviation executives for each of your bureaus, **please disseminate this important information to all your bureau aviation operations personnel.** To assist you in this effort, NBC-AM will also be posting a copy of this extension authorization on our website: <http://amd.nbc.gov/>.

When the new DM's are approved, NBC-AM will provide appropriate notification. At that time, the new CY07 OPM's will be issued with an effective date coinciding with the issuance of the new DM's.

Please contact the Senior Advisor to the NBC-AM Associate Director, Bob Lewis at 208-433-5002 or by email at robert_lewis@nbc.gov if you have further questions.

Mark Bathrick

cc: Director, NBC
ABOD Working Team